WVNG Technician Vacancy Training

FOR THE APPLICANT

Filling Out a Technician Vacancy Application

- Now that we have covered the correct way to read a vacancy announcement, lets go over the proper way to complete a technician application.
- Throughout the training we will go over some hints and tips to make the application process a little easier.
- Please feel free to ask questions at any time during the presentation.

Personal Information

- Lines 1 – 11 pertain to your personal information.
- This information may be used for data input if selected for a position.

Lines 12 & 13

- Vacancy Announcement Number and Position Title.
- The HR Office advertises many jobs so it is very important to use the correct MT Number and Position Title.

Line # 14 – Where You Ever A Federal Civilian Employee?

- Series – GS-0203-07
- Grade – GS-0203-07
- To and From Dates
- Include SF50 if possible
- An SF50 (Notification of Personnel Action) can be used to verify current employment and/or used for the Highest Previous Rate Rule.

Line # 15 – Are You Currently Employed With WVNG As_____.

- DS Tech (Dual Status) – Federal civilian employee in which the position requires military membership.
- NDS Tech (Non Dual Status) – Federal civilian employee that does not require military membership to hold the position.
- State - State employee who works for the WVNG.
- AGR - Active Guard Reserve (full time permanent) employee.

Line # 15 Continued

- FTNGD - Full time employee for the WVNG who is on Temporary Active Duty Orders.
- Civilian - This applies to civilian employees who support the WVNG. i.e. Contractors.
- Temp Tech - Temporary Federal civilian employees.
- Traditional Guard - only drilling members of the WVNG.
- None - Civilians who currently have no affiliation with the WVNG.

Lines 16 – 18 – Military Information

- Current Military Unit of Assignment & Address.
- Current Military Grade – This will be used in certification to see if you meet the military grade requirement for the position. If you do not meet the min/max grade you MUST submit proper documentation from your Military Personnel Office to show eligibility for promotion or a memorandum agreeing to a reduction in rank along with your application or you will NOT certify.
- Security Clearance Type

Lines 19 & 20

- Periods of Active Military/National Guard Service.
- This time may be used by the certification panel, selecting supervisor, and/or the benefits section if applicable.

Line # 21 – Current Specialty Qualifications (MOS/AFSC)

- List all MOS/AFSC you have.
- You DO NOT have to possess the MOS/AFSC required to apply, certify, or be selected for a position.
- If selected for a position your supervisor will submit a “Get Well” plan explaining how you will become MOS/AFSC compatible within 12 months of being appointed.

Line # 22-25 – Civilian Education

- This time may be used as additional time and experience required for the position.

- You are encouraged to submit transcripts with you application. Transcripts DO NOT have to be official transcripts.

Lines 26 & 27

- Military Service Schools and Correspondence Courses.
- This time can also be used during certification for addition time and experience if applicable.

Lines 29 – 31 Work, Military, Additional Experience

- When filling out this section TAKE YOUR TIME!
- Always include complete dates.
- Reference the Specialized Experience section of the vacancy announcement.
- Explain all experience in DETAIL.

Lines 29 – 31 Continued

- Give SPECIFIC EXAMPLES.
- Use key words from the Specialized experience, but DO NOT copy it word for word.
- Unlike other agencies, the Federal Technician certification process is strict and the certification board CANNOT ASSUME anything.

Line # 32 – Job Related Licenses

- List any license that are relative to the position to which you are applying.
- Military Drivers License and State Drivers License – If these items are required for a position, you may non-certify if this section is not complete.

Line # 33 - References

- Although this section will not be used during certification, the supervisor may use this information, if necessary.

Lines 34 - 38

- Any “Yes” answers must be explained.

Line # 39 - Signature

- It is imperative that you sign and date your application.
- This is something simple, but often forgotten and will lead to a non-certified application if not complete.

Other Items To Consider

- Additional Documentation
- KSAs
- Utilize Your Resources
- Utilize You Resources

This Concludes The Presentation

QUESTIONS??